

Employee Transit Pass

(Human Resources Program Reference Sheet)



What is ETPP?

- Employee Transit Pass Program will provide employees free access on all GMT Local, Commuter and LINK routes to & from work with the use of this new, convenient transit pass.
- Passes are valid through the pilot period (18 months) September 2016 thru December 2017.
- The pass is for employee use only and cannot be given to friends, family, or anyone else as stated in CATMA's terms and conditions agreement.
- This program is designed for the purpose of an employees work commute.
- This program is provided through a partnership with CATMA and City of Burlington working with GMT.
- GMT will track use of the passes and report back to CATMA and City of Burlington to track usage and trends.

How do employees use it?

- Employees can obtain a pass at the Human Resources Department starting September 15th. Or at one of the Transportation Fairs; September 15 & 16.
- Employees must create their commuter account with CATMA online before obtaining a transit pass. Visit www.catmavt.org/join -- Enrollment forms must be shown to HR when obtaining a transit pass. (please print online form).
- Employees are encouraged to carry the pass with them (wallet, purse, backpack, messenger bag) so you have it when you need it to get to/from work!
- The first time employees go to use their pass; it will need to be activated through the bus farebox – Inform employees to: *Tell the bus driver you are using it for the first time and need to activate it and the driver will assist you.*
- On all future trips, employees simply swipe the pass in the farebox (magnetic strip facing down and towards you).
- Encourage employees that are going to transfer from one route to another, to ask the driver for a transfer ticket and use the transfer to board the second bus.

Lost or Stolen Passes/ Deactivation:

- Employees must report to HR immediately if their pass is lost or stolen, and can receive a replacement.
- HR will record this info and pass along to CATMA.
- HR is responsible for contacting CCTA/GMT at ph# or email to deactivate a pass, otherwise City will be responsible to pay for rides if not.

More Questions?

- Employees can find more information about this and other commute program on CATMA and City's website and through the City's Wellness page.
- Find route information and schedules at cctaride.org or catmavt.org (soon real time info)
- Plan your bus trip online with Google Transit: google.com/transit OR with Direct Commuter Assistance Planning through CATMA staff: catmavt.org
- Questions, contact CATMA at 656-7433 or info@catmavt.org

